

INSTRUCTIONS FOR COMPLETION OF FUNDING WORKSHEET (ATTACHMENT 6)

A Funding Worksheet is included for the Agreement. The top half of the worksheet is the “**Funding Summary**” which shows the caseload and funding allocations for the Federal Fiscal Year (FFY). The caseload and funding amount will be included on the worksheet.

CASELOAD

- The Caseload is the number of participants the local agency is allocated by the State WIC Program to serve per month at the start of the FFY.

FUNDING

- The Maximum Payable Amount is the funding amount allocated to the WIC local agency. The Maximum Payable Amount includes base funding for caseload and funding for Other WIC Services.
- Funding amounts for Other WIC Services are provided in the Maximum Payable Amount as detailed in the funding award letter. The amounts for Other WIC Services may be subject to adjustment based on actual funding received. WIC local agencies will be notified via an updated award letter.

The bottom half of the worksheet is the “**Budget Proposal.**” Enter a proposed budget amount for each of the five (5) line items for the Maximum Payable Amount. The Total Budget should equal the amount shown in the Funding allocation at the top of the funding worksheet in the Funding Summary section.

The Budget Proposal section contains formulas that auto-populate for the following:

- Line Item 1, Personnel – subparts (a)Total Salaries and Wages and (b)Total Fringe Benefits are added,
- Total Budget – at bottom of page.

The instructions for completion of each budget line-item are part of the application for each respective line item.